## Reimbursement Instructions:

- 1. The "official" reimbursement form must be used.
- 2. Your reimbursement form should be submitted electronically to the Department of Education. Reimbursement will not begin each fiscal year until the Department of Education has received the funding from the Department of Human Services.
- 3. Please complete all of the fields on the form. This information will be utilized to report out the results of the program annually to the legislature.
- 4. Please note that the state will only reimburse for 50% of the tuition costs up to 6 credits per semester. Please make sure that the claims reflect these restrictions.

If you have any questions, please contact Kent Farver at kent.farver@iowa.gov or 515-281-3550.